



Job Vacancy

KNOWLEDGE MANAGEMENT SPECIALIST (KMS)

Are you passionate about women's rights in Africa, excited about African feminism, and embrace African women's diversities?

Do you have experience on producing and sharing knowledge about African women's activism?

Are you a confident writer, and a keen researcher?

Do you have fresh ideas about documenting and archiving African women's activist history and analysis?

Background

The **African Women's Development Fund (AWDF)** is a pioneering grantmaking foundation headquartered in Accra, Ghana. AWDF was founded by and for African women. Since its founding in 2001, AWDF has continued to support a growing portfolio of grants to leading women's rights organisations and feminist movements across Africa, while also supporting knowledge generation, capacity building, movement building and donor advocacy around African women's activist histories, movement resourcing needs, and feminist futures.

Job Summary

The Knowledge Management Specialist's role is to lead and coordinate the work of the AWDF Knowledge Management function- producing analysis, generating new knowledge around women's rights in Africa, and collaborating to communicate the impact of AWDF's work and the work of its grantees, advocacy and movement building partners. The KMS coordinates also the documentation of organisational learning and knowledge generation within AWDF. The work of the KM function is conducted in English, with selected initiatives in French.

The Knowledge Management Specialist will work with colleagues to sustain a programme of knowledge generation and management initiatives (including documentation, archiving, building knowledge resources, co-developing and managing knowledge production by staff and external actors), and to grow the work of the Knowledge Management unit in line with the AWDF strategic framework and direction and with support from Senior Management. As a member of the AWDF staff team, the Knowledge

Management Specialist supervises the Knowledge Management Assistant, engages in other cross-departmental activities of AWDF and represents AWDF in external events as relevant.

Specific Duties

- Develop the implementation and growth of AWDF's Knowledge Management activities in line with the AWDF organisational strategy
- Coordinate commissioning, repackaging and dissemination of knowledge materials around AWDF's key areas of work for a range of audiences; and plan for dissemination in collaboration with the Communications Department
- Support AWDF's internal knowledge management strategies, including building staff capacity for using AWDF's knowledge tools, circulating information on issues of relevance to AWDF's work and contributing to office learning activities
- Liaise with the Monitoring, Evaluation and Learning Unit and other departments to document, produce knowledge and disseminate learnings around AWDF's work and impact, and that of its grantees.
- Liaise with the Director of Programmes and other departments to expand knowledge production activities including AWDF's work on Futures research and other knowledge areas as identified by AWDF's strategy and emerging needs.
- Sustain quality standards for external knowledge products by ensuring compliance with AWDF's publications guidelines, and keeping guidelines updated in line with good practice in feminist knowledge production.
- With the assistance of the Resource Centre Associate, manage AWDF's physical Resource Centre and online resource library, keeping them updated and encouraging use of materials by AWDF staff and external users through outreach activities.
- Further develop and support ongoing work to sustain and grow AWDF's network of African women knowledge producers in different domains (NGO, donor, academia, policy, design and creative sectors)
- Represent AWDF in external meetings and on external communications and advocacy platforms
- Work across departments to support implementation of new information management systems
- Produce AWDF's annual end of year report and activities report in collaboration with Monitoring, Evaluation and Learning Unit, Senior Management and all departments
- Develop and help implement creative methods of reporting on AWDF's work, achievements and track record
- Manage staff, consultants and interns involved directly in Knowledge Management activities.
- The role holder will from time to time be required to carry out any other duties that are within the scope of the job.
- Demonstrate and promote AWDF's values and principles which include a feminist ethos, equality, collaborative ways of working, team-work and positive interaction with diverse staffing and stakeholder groups

Essential Knowledge and Experience

- Experience in knowledge production around women's organising and working with African women's organisations.
- An in-depth knowledge of African women's rights issues and concerns
- Experience of working in African women's rights, social justice or policy organisations
- In-depth understanding of feminism and strong commitment to social justice, women's rights and social change in Africa
- Excellent communication skills (both written and oral) and strong editing skills
- Demonstrated capacity for analysis and for synthesizing complex information for different audiences.
- High level of proficiency in MS Office required. Experience of working with information management systems / databases and with WordPress and social media platforms preferred
- Excellent planning and programme management skills
- Ability to work independently and as part of a team
- Ability to work democratically with diverse groups and people and commitment to AWDF's feminist values
- Strong interpersonal skills and behaviours
- Ability to work to tight deadlines, balance competing priorities within a heavy workload.
- Ability to travel within Africa/ internationally essential
- Ability to stay abreast of international development/women's rights field to ensure that AWDF's knowledge production and management work is relevant and responsive to current challenges facing African women

Qualifications

- Minimum educational qualification: Post-graduate degree in Gender, Women's Rights, Knowledge Management or related discipline; ideally with a research component.
- Work experience: At least 8 years work experience in human rights/social justice/rights-based development involving knowledge management and production.
- Excellent written and spoken English. Working knowledge of French will be an advantage.
- Expertise in producing knowledge on women's rights concerns for NGOs/activist, policy and/or donor audiences. Experience of developing or managing information systems (for example, virtual or physical libraries or archives) and in using multiple communication and knowledge production formats (film, audio, visual/graphics) desirable.

How to Apply

Qualified candidates should send a **cover letter indicating their relevant skills and experience** and **CV** of not more than 3 pages **by email to:** The Human Resources Manager at jobs@awdf.org with “**Application for position of Knowledge Management Specialist**” as the subject line.

Applications should reach AWDF **no later than Tuesday, 8th October, 2019**. Only short listed candidates will be contacted.

Please note that this is a national post on two-year renewable contract on local terms and conditions. AWDF will assist non-Ghanaian hires with work/resident permit processes but will not offer relocation expenses or expatriate benefits.

In line with AWDF's mission, qualified African women candidates are encouraged to apply.